

Posting Information

Position Title: Volunteer Coordinator **Position Type:** Full-Time Employment
Position Location: Utah County, Utah **Position Pay:** \$40,000-\$45,000 S7 DOE
Hiring Manager: Karen Brown | hr@youniquefoundation.org | 385.345.4556

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by hosting them at a retreat, where they are uplifted by each other and learn skills that can help them find individual healing.

We educate parents and empower them to protect their children from sexual abuse while leading a public dialogue to bring the epidemic of abuse to light.

Qualifications

We are seeking a Volunteer Coordinator to assist in all our Foundation's volunteer needs. This includes helping to develop a comprehensive volunteer outreach strategy for local and national volunteer efforts.

Educational/Professional Requirements

- A Bachelor's Degree or equivalent work experience

Experience Requirements

- 2-3 years of volunteer management
- Direct experience recruiting, motivating and managing volunteers
- Strong organizational and communication skills
- Non-profit experience required
- CRM experience is helpful

Responsibilities

- Develop, plan, coordinate and manage all volunteer activities
- Develop, manage and maintain database of volunteers
- Track and report on volunteer time
- Excellent problem-solving, training facilitation, customer service and presentation skills
- Demonstrate cross-team collaboration
- Execute general office duties including spreadsheet management and email newsletter management